

SUMMER PROGRAMS 2019



INFORMATION PACKET

**SUMMER PROGRAMS 2019**

Welcome to the Spelman College Summer Program. This information packet provides accepted participants and parents a general overview of living and learning on campus this summer.

**Page**

3 Summer Program Schedule Overview

4 Summary of Pre-Arrival Information/ Forms / Deadlines

5 Directions to Campus

6 Transportation Student Arrival and Departure

6 Private auto policy: Students are **not** permitted to have automobiles on campus

6 Check-in/Move-In

7 Orientation / Campus Tour / Closing Program

7 Check-out/Move-out

7 College Policies and Regulations

8 Living in the Residence Hall

8 Meals

8 Laundry Services

8 Visitation

9 Residential Staff/Chaperones

9 Health Services; Student Insurance Card; TB Skin Test - (***This might not be required***.)

9 Instruction/Tutors/Schedule

9 Instructional Material

10 Classrooms/Extra-Curricular Activities

10 Computers

10 Telephone Services

10 Spending Money

10 Attire – Dress Code

11 Emergency Telephone Numbers

12 What to Bring List

13 What Not to Bring

**SUMMER PROGRAM SCHEDULE OVERVIEW**

|  |  |
| --- | --- |
| **The Suites** | Building #25 (see map) Residence and Check-In  |
| Day 1 Check-in | 9:00 AM – 1:30 PM | ECP June 14 | CPI 1 June 7 | CPI 2 June 28 |
| Day 1 Lunch on Day 1 | 12:00 - 1:30 PM, lunch in designated dining hall for participants  |
| Day 1 Orientation  | 2:00 – 3:00 PM in Science Center 134 |
| Day 1 ID Badge | 3:30 - 4:00 PM - Take Photos in Cosby Academic Center Lower Level4:30 - 4:45 PM - Pick -up badges, badge photos only for late arrivals |
| Day 1 Campus Tour | 3:00 - 4:00 PM - Open for Parents/Guests, 4:00 - 5:00 PM - Departure of Parents/Guests  |
| Day 1 Dinner | 5:00 PM, in designated Dining Hall |
| Day 1 Workshop | 6:00 - 7:30 PM For Participants only, followed by Hall Meeting |
| Day 1 Hall Meeting | Introduction of Residential staff, building layout, rules, procedures |
| Classes | Monday – Friday, 9:00 AM – 5:00 PM in the Science Center;Life Skills Seminars or Workshops – Mon- Fri evenings or Sat afternoon |
| Location | Orientation, Classes, Labs and Closing Program are located inThe Science Center, Building 19c (follow the signs) |
| Field Trips\* | Saturday and/or Sunday |
| Fitness Classes | See Bulletin Board for Wellness Center hours and activities |
| July 4th\* | No classes, Afternoon Excursion  |
| Sunday Services\* | See Schedule for time and location on AUC campus |
| Closing Program/Lunch | 12:00 - 2:00 PM | ECP July 13 | CPI 1 June 21 | CPI 2 July 12 |
| RSVP required, Complimentary with maximum 4 guests per student |
| Check-Out | 3:00 PM  |

\*All off-campus activities will be chaperoned.

**SUMMARY OF PRE-ARRIVAL INFORMATION / FORMS / DEADLINES**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **RETURN DATE** |
| **Reply to Offer** | Accept or Reject admission into summer program | Within 10 days of acceptance |
| **Refund Policy** | Refund Policy  | Not applicable |
| **Summer Information** | General information about summer program | Not applicable |
| **What to Bring Form****Attire** | What to Bring and what not to bring on campus | Not applicable |
| **Directions to Campus** | GPS Friendly Directions | Not Applicable |
| **Fee Payment** | Opens only for students accepting offer to enroll. Three payment options. | Deposit - April 15, 2019Balance - May 6, 2019 |
| **SP Closing Lunch Reservation**  | Enrolled student included.Maximum Lunch Reservation for 0-4 parents or guests per student. | May 6, 2019 |
| **SP Health Information Form****SP Health Insurance Card Form** | Student Health Information  | May 6, 2019 |
| Health Insurance Card copy of front/back |
| **SP Tuberculosis Screening Questionnaire** | Determines necessity of getting TB Skin Test**. If NO, no test needed.****ONLY If Yes** to questionnaire results, TB Skin test is required. | May 6, 2019 |
| **SP Consent Form****SP Photo Release Form****SP Wellness Activity Form (Release Waiver)** | Consent for student to attend off campus activities, field trips | May 6, 2019 |
| Authorization to use student photo in print or electronically  |
| Authorization to use Wellness Center for fitness activities  |
| **SP Roommate Questionnaire** | Information used to match or pre-select suitemate(s).  | May 6, 2019 |

**DIRECTIONS TO THE SPELMAN COLLEGE CAMPUS - THE SUITES RESIDENCE HALL**

**Public Transportation**

Metropolitan Atlanta Rapid Transit Authority (**marta)** trains run from the airport to the **West End** **marta** train station located a few blocks from Spelman College. Take bus #68 [West End Avenue SW to Wellborn Street] to stop across the street from the Spelman College campus.

**Ride Share**

Uber and Lyft operate from the Atlanta airport. Provide the GPS address below.

**GPS navigation**

The following address will bring you directly to our entrance:

**440 Westview Dr. SW, Atlanta, GA 30310**

**From I-75/85 North and South**

Take I-20 West and exit (#55B) at Lee Street. Turn right onto Lee Street and continue through the next traffic light (Westview Drive). You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

**From I-20 East**

Exit (#55A) at Lowery Blvd. Cross Lowery Blvd. and continue on Oak Street to the next traffic light. Turn left onto Lee Street and cross the bridge over I-20 and continue through the next two traffic lights. You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

**From I-20 West**

Exit (#55B) at Lee Street. Turn right onto Lee Street and continue through the next traffic light (Westview Drive). You will see a large parking lot on the right-hand side. Turn right into the first driveway and you will approach the gates of Spelman College.

**There are public safety booths located at both gates of the College. Upon your arrival, the public safety officer(s) will inform you of where to park and give other directions and instructions as needed.**

**PLEASE MOVE YOUR CAR TO THE DECK IMMEDIATELY AFTER UNPACKING.**

**\*CARS LEFT DURING ORIENTATION WILL BE TOWED!**

**Parking Deck Fee: 1st 30 minutes - Free 7 am – 6:59 PM - $3.00 After 7 PM - $1 per hour max $6**

**TRANSPORTATION – Student Arrival and Departure**

Spelman does not provide transportation to and from the airport. The cost of transportation is not included in the program fee.

If a student is not mature or experienced enough for air travel alone, please seek and secure the “unaccompanied minor” service from the airline. **Airlines provide services for unaccompanied minors for an additional fee. If necessary, speak to the airline reservations or travel agent about costs, range of services and policies.**

**NO PRIVATE AUTOMOBILES** Students are **not** permitted to have automobiles on campus and no campus parking is available for students.

**CHECK-IN/MOVE-IN.**

1. **Only accepted, fully paid students, who have returned all required forms can be checked into The Suites.**
2. The Suites Residential Hall is locked until Check-in opens at 9:00 AM.
3. If driving, follow **Directions to Campus** found on page 5**.**  Campus gate security will direct drivers to the best parking areas to access The Suites.
4. A student will receive her room assignment, keys, program notebook including syllabi and detailed schedule, student handbook, instructional materials, T-shirt and any other welcome items.
5. Cars must be moved to the Spelman Parking Deck immediately after unloading items in the resident hall. Any cars left in front of resident hall during Orientation at 2 PM will be towed.
6. At the Information Desk, Parents can pick-up a Parent Pack including a program schedule, and other items.
7. Move-in can begin immediately afterwards. Parents and other guests may go to her room to assist with move-in.
8. Lunch is (free for the student) at 12:00 PM
9. Orientation in the Science Center NASA Auditorium begins promptly at 2:00 PM.
10. Student ID card photo sessions begin at 3:30 PM.

**ORIENTATION / CAMPUS TOUR / CLOSING PROGRAM.**

1. ORIENTATION: At 2:00 PM the Program Coordinator introduces program participants, faculty and staff; provides a summary of the program; and answers any questions about the program.
2. CAMPUS TOUR: At 3:00 PM a summer student staff member conducts an optional tour of campus (weather permitting) ending with departure of parents.
3. Parents depart after the tour at 4:00 PM. Participants will have dinner at 5:00 PM followed by an introductory workshop and residential hall meeting.
4. CLOSING PROGRAM: On the final day at 12:00 PM, students host a closing program prior to receiving certificates of completion. The closing lunch immediately follows the program at 1:00 PM. Each student can invite from 0 – 4 guests to share in this complimentary catered buffet lunch to say farewell to new friends, faculty and staff. Reservations for guests are required by the deadline.
5. Finals grades or SAT scores will be forthcoming by email.

**CHECK-OUT/MOVE-OUT**

1. Check-Out begins by residential staff scheduling a date and time with program participants. One day prior to the closing program, residential staff members begin room inspection. Work orders will be done for damages. In order to be cleared, all belongings and trash should be removed from the room, closets, drawers, cabinets and refrigerator. Keys must be returned. Fees will be accessed for lost keys.
2. Move-Out begins after lunch at 3:00 PM and ends no later than 5:00 PM on closing day.
3. Parents and other guests may assist program participants with moving out of their rooms.

**COLLEGE POLICIES AND REGULATIONS.**

1. On opening day, the residential staff will discuss the *Student Handbook* featuring the program rules and regulations.
2. Spelman has a strict policy of no cell phone use during class. There is a strict penalty is an instructor takes a cell phone from a student while class in session. During the summer, the Teaching Assistant collects all phones at the beginning and returns them at the end of class.
3. Students should be aware that they are subject to federal, state, and local laws, as well as, Spelman College policies and regulations. Students who do not adhere to the policies and regulations, who disrupt class, or who disrespect instructors, staff and or other students may be expelled from class or from the program and sent home.

**LIVING IN THE RESIDENCE HALL**

The Suites residence hall is a state-of-the-art LEEDS certified 'Green' facility. The Suites feature double, triple and quad living quarters. Students have a private bedroom and share a bathroom and living space. Each bedroom has a twin bed, closet, desk, and chests of drawers. The mini-kitchen has table/chairs, frig and cabinets. The residence hall also features cable and Ethernet connections in each suite. Each floor has study lounges, TV lounges, full kitchen, laundry facilities, meeting space.

**Roommates\***

Program staff utilizes information on the **SP Roommate Questionnaire** to match suite mates. Each student should expect to have one or more suite mates and share a community bathroom and living room. Roommate requests are possible only if roommates request each other. Make roommate requests on the **SP Roommate Questionnaire**.

***\*College policy does not permit staff to provide roommate contact information prior to arrival.***

**What to Bring**

Use this sheet to determine what items students **should, should not, and may** bring with them.

**MEALS**

The full meal plan with three meals per day will be served each weekday and two meals on weekends in the designated dining hall. Schedules and the location will be provided at Orientation. The first meal in the dining hall will be lunch on the opening day. The last meal will be lunch on the last day of the program. Field trips will be arranged around the dining schedule.

**LAUNDRY SERVICES**

Residence hall laundering facilities, including coin operated washers and dryers, are available in The Suites. Laundry cards to operate the machines can be purchased for $5 on the lobby level of the Suites and on the lower level of Manley Student Center. The initial card can wash and dry one load of clothes. Cards can be purchased and refilled with a $5 or $10 bill only.

**VISITATION**

1. After participants have moved in the first day of the program, **no visitation and no overnights** are permissible by parents, relatives or non-participant friends in the residence hall.
2. No male visitation is allowed in the entire pre-college resident hall.
3. Participants are not permitted to leave the program to visit with parents, relatives or friends in the city.
4. Visitors are allowed to come to drop off packages or visit with participants during lunch, dinner and before curfew in a public lounge on campus.

**RESIDENTIAL STAFF /CHAPERONES** **/TEACHING ASSISTANTS**

The summer Resident Director (RD) for The Suites manages summer residential staff and building operations. The Senior Resident Advisor (SRA) will be Spelman College student, who is an adult 21 years or older with experience managing residential life at Spelman College. She will reside with and manage Resident Advisors, and the participants’ hall activities for her program. In addition, The RD will manage current Spelman College students working as Teaching Assistants and chaperones for off-campus excursions. As Teaching Assistants, they assist a designated instructor and tutor program participants in that module. The ratio is approximately 10 girls per chaperone for off-campus activities.

**HEALTH SERVICES:**

1. During the summer, Piedmont Hospital and Children’s HealthCare at Emory are the primary health care providers for emergencies. Additionally, we rely upon advice by an accredited on-call physician for recommendations to diagnose, to treat and to refer a medical facility for any medical emergency.
2. Therefore, it is imperative that summer program participants provide accurate health information, and parental authorization to treat a minor **SP Health Information Form**, along with proof of adequate health insurance coverage (copy of front and back of insurance card) **SP Health Insurance Card Form**, and with evidence of no need for a TB skin test or negative TB tests results on **SP Tuberculosis Screening Questionnaire.**  Residential staff, the on- call physician and the treatment facility rely on this information to **guide their decisions in a medical emergency.** Files are kept with utmost confidentiality.
3. **Parents who withhold critical conditions or medication requirements put their child at risk of immediate expulsion if staff must handle any flair up due to an undisclosed ailment or complications with a concealed medical condition or medication routine.**

**INSTRUCTION, TEACHING ASSISTANTS, SCHEDULE**

1. Spelman faculty or professional trainers with years of experience instructing pre-college students at Spelman College provide instruction through interactive methods. Instructors are introduced at Orientation, and the program schedule is presented and discussed.
2. Teaching Assistants (TAs) are available at Study Hour and by appointment during free times.
3. **TAs are not obligated to provide late night or last minute services to students, who have not previously attended or skipped scheduled tutoring sessions.**

**INSTRUCTIONAL MATERIAL AND SCHOOL SUPPLIES.** All books and instructional materials, a notebook and notebook paper are provided. Students **should** bring with them pens and pencils.

**CLASSROOMS AND EXTRA-CURRICULAR ACTIVITIES.** Most classes will be held in the Science Center, Building #19c. Extra-curricular activities will include recreational activities in the Wellness Center, special evening events in The Suites Meeting Room, and off-campus field trips on weekends and July 4th. Consult the **What to Bring** sheet for appropriate campus attire.

**Spelman Wellness Center** Parents must provide consent for student use of facilities and participation in activities by completing and returning consent **SP Release Waiver Form**.Consult the **What to Bring** sheet for appropriate athletic attire.

**Field Trip Transportation** Spelman College will provide transportation via public transportation (Marta passes) or charter bus service for field trips. Costs for these services are included in the fee. Parents must provide consent for student participation in activities on and off the campus by completing and returning consent **SP Consent Form**.

**Campus Shuttle Service** A campus shuttle will provide a weekly scheduled shopping trip for incidentals, snacks and pharmacy items. Costs for these services are included in the fee.

**COMPUTERS.** Students are encouraged to bring tablets, iPads, laptops or other computing devices and printers. Students also will have access to a campus computer lab with a printer. Students who do bring laptops, tablets or iPads and intend to connect to the Spelman network must have current, up-to-date virus and spyware protection, wi-fi capability or an Ethernet cord if required by the device. Spelman College will not be responsible or accept liability for any lost or stolen devices.

### TELEPHONE SERVICES. Personal cell phones are permitted. Students are not allowed to make or answer calls or handle text-messages during classes.

**SPENDING MONEY.**

1. Students should expect to spend no more than $50 per week for miscellaneous items and souvenirs over the duration of the program.
2. An ATM machine is located in the Manley College Center. Parents/guardians may provide the students with a prepaid VISA or MasterCard for use throughout the summer program to purchase supplies, Spelman College souvenirs or incidentals on field trips. No check cashing services are provided. Money Gram and Western Union outlets are located near campus and can be accessed only during the weekly shopping trip.

**ATTIRE – DRESS CODE**

1. Consult the **What to Bring** sheet for appropriate attire for campus, in the Wellness Center, Early College Program labs and on field trips.
2. Students may dress informally for most occasions. Not permitted: halter tops and short shorts or micro mini-skirts to classes. Each young woman may wish to wear something dressier for chapel on Sunday and the closing program.
3. **Students are required to wear program tee-shirts during field trips.** This practice is for safety concerns to expedite identification in crowds.
4. Residential staff is permitted to monitor students and request changes for appropriate dress for campus, and particularly for field trips or social events held off campus.
5. **Restrictions** **For safety reasons, NO, absolutely NO flipflops or any shoes exposing feet can be worn in the Science Center.**

**EMERGENCY TELEPHONE NUMBERS.**

In case of an emergency, parents may call one of these numbers:

Public Safety (In Case of an Emergency) (404) 270-5328

Residential Staff Duty Phone #

(In Student Notebook)

 (In Parent Pack)

Sharon Akiele (404) 270-5034

Program Coordinator

Keith Webb (404) 270-5279

Director of Cooperative Education and Special Programs

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**WHAT TO BRING**

We look forward to you coming and attending an Spelman College summer program.

To ensure your safety and the safety of others, we ask that everyone abide by the list provided and only bring what is allowed. If a restricted item is brought onto campus and into the dormitory area, further action may be taken by public safety. We truly appreciate your cooperation.

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| --- | --- |
| **Items to bring with you (recommended)** | **Helpful items you may bring, if you wish** |
| XL Twin-size sheet setBlanketsBath TowelsShower Curtain and RingsShower shoes/shower caddy for toiletriesComputing Device cord (computers are available)Toilet PaperPaper TowelsCell PhoneAlarm clockHair dryer, curling iron, etc.FlashlightTrash can/cleaning supplies/broomThrow rugClothes hangersStorage containers (optional)Laundry basket/laundry detergent/softenerTwo $5 bills to purchase laundry cardIron with automatic cut-offPadlock for bins in storage room | Printer and cablesSurge protectorRadio/CD player/Stereo/MP3 PlayerTelevision and coaxial cable/ DVD playerSmall fan (rooms are air conditioned) |
| **ATTIRE – Wellness Center Athletic Attire**Proper athletic attire, No sports bra only top; Athletic shoes, No hard soles, flip flops or heels permitted.Athletic or lycra/spandex one piece swimsuits; No cotton swimsuits, No two-piece swimsuit, No bikinis.**ATTIRE – Field Trip**Program Tee-Shirt Provided and Required | **ATTIRE - Labs: ECP Biology and ECP Chemistry****Lab attire must be worn at all times; If required, a lab coat and goggles will be provided**.No contact lenses, no shorts, no mini-skirts, no capris, no gauchos, no skorts, no leggings, no tank tops, no halter tops, no midriff tops. **Students’ entire feet must be completely covered.** No open-toed, mesh shoes, ballet shoes, sandals, flip-flops/shower shoes or house shoes will be allowed in the laboratory at any time. |

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**WHAT NOT TO BRING**

We look forward to you coming and attending an Spelman College summer program.

To ensure your safety and the safety of others, we ask that everyone abide by the list provided and only bring what is allowed. If a restricted item is brought onto campus and into the dormitory area, further action may be taken by public safety. We truly appreciate your cooperation.

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| --- |
| **PLEASE LEAVE THESE ITEMS AT HOME! They are not appropriate for residence halls.** |
| Incense Electric frying pansMicrowavesElectric cooling systems/ air conditionersCandlesALL pets of all kinds | Toaster OvensIndoor/outdoor grillsDeep fryers (such as Fry Daddy)RefrigeratorsSpace heatersGeorge Forman grills |